

ABSTRACT OF THE DISCLOSURE

An image processing apparatus and method is provided that enables the output of image data in a size suitable for a transmission method that is employed. If electronic mail data is transmitted by electronic mail, a CPU of the image processing apparatus converts read image data into an electronic image file while changing the width thereof according to a predetermined reading image width set by a scanner and transmits the image file as electronic mail data. If electronic image data is transmitted by color facsimile, the CPU provides control such that white pixels are added to the electronic mail data so that the width thereof can be equal to a predetermined image width. By thus changing the width of an image file to be transmitted as an attachment to an electronic mail according to a predetermined image width, an image properly laid out in a proper size can be reproduced at a facsimile receiving side and there is no unnecessary area when the image file is opened at the electronic mail receiving side. This makes it easier to see the area of the original and hence reduces the amount of data.